



BUILDING DEMOLITION GUIDELINE

BACKGROUND

Applicants wishing to remove a building or structure from a property must first obtain a demolition (demo) permit. A demo permit is required for the demolition of any structure or building regardless of whether it is a commercial or a residential property. A building demo permit requires the removal of all construction materials from the jobsite including the building slab (with certain exceptions if approved by the Building Official). The site must be left free of debris and be level within the boundaries of the property. A demo permit does not authorize work located in the right-of-way such as, "sidewalks, driveways, curbs, or accessibility ramps."

Note: A separate permit is required for each separate building or structure being removed in whole or in part.

PERMITS

Step 1 Plumbing Permit. A master plumber must purchase a plumbing permit and disconnect all sewer and water supply lines connected to the building/structure being demolished.

Step 2 Sewer Disconnected. The plumber must have the sewer disconnect permitted, inspected, and finalized by the *Plumbing Inspection Section* prior to requesting a demo permit.

Note: When a structure has no plumbing or sewer to disconnect, approval must be obtained from the *Plumbing Inspection Section* before requesting a demo permit. Contact a supervisor in the *Plumbing Inspection Section* at (832) 394-8870.

Step 3 Asbestos Survey. Commercial structures require proof of an asbestos inspection from a state certified third party inspector before a demolition permit can be issued. Proof of the asbestos inspection must be provided to the Customer Service Representative (CSR) in the *Permits Section* when completing Step-4 (applying for the demo permit).

Step 4 Applying for the Demolition Permit. Visit the *Permits Section* on the 1st floor at 1002 Washington. A CSR will process your permit application and generate a project number for the proposed demo permit.

Step 5 Demolition Permit. The CSR will review the application, the asbestos survey (commercial only), and the computer records for the address specified to verify the sewer disconnect has been inspected and finalized. When all the requirements have been completed, a demo permit will be issued.

INSPECTIONS

Step 6 Scheduling of Final Inspection. Contact the Structural Inspections Section at 832-394-8840.

OTHER IMPORTANT NOTES

- Do NOT remove sidewalks, driveways, curbs, ramps, or trees from within the street right-of-way.
- Remove debris from the site and level site grading.
- All demolition permits must have final inspection approval before a new construction permit can be sold.

FEES

Sewer Disconnect	\$101.67	(\$74.92 + \$26.75 Administration Fee)
Demo – Single-Story Structure	\$101.67	(\$74.92 + \$26.75 Administration Fee)
Each Additional Floor	\$ 37.46	(Additional fee added to the minimum fees shown above)